

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

June 9, 2009

**SUBJECT:** CIVILIAN EMPLOYMENT APPLICATION, FORM 01.25.00 - REVISED;  
CIVILIAN EMPLOYMENT APPLICATION (SECOND SHEET),  
FORM 01.25.01 - DEACTIVATED

**PURPOSE:** The purpose of this Order is to revise the Civilian Employment Application, Form 01.25.00, and to deactivate the Civilian Employment Application (Second Sheet), Form 01.25.01, which is combined as page 3 and page 4 of the revised Civilian Employment Application form.

**PROCEDURE:** In the past, two separate forms, the Civilian Employment Application, Form 01.25.00, and the Civilian Employment Application (Second Sheet), Form 01.25.01, were used for the Civilian Employment Application. Both forms have now been combined to create a single form, Form 01.25.00, that facilitates the Civilian Employment Application and assists in the evaluation of candidates seeking employment with the Department.

**I. CIVILIAN EMPLOYMENT APPLICATION, FORM 01.25.00 - REVISED**

- A. Use of Form.** The use of this form remains unchanged.
- B. Completion.** Current completion procedures remain unchanged.
- C. Distribution.** The distribution of this form remains unchanged.

**II. CIVILIAN EMPLOYMENT APPLICATION (SECOND SHEET), FORM 01.25.01 - DEACTIVATED.** The Civilian Employment Application (Second Sheet), Form 01.25.01, has been deactivated and combined as page 3 and page 4 of Form 01.25.00. All deactivated forms shall be marked "obsolete" and placed in a divisional recycle bin.

**FORM AVAILABILITY:** The revised Civilian Employment Application, Form 01.25.00, is available in LAPD Forms on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use.

**AMENDMENTS:** This amends Department Manual Section 5/01.25.00 and deletes Section 5/01.25.01.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor this Order in accordance with the Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

Attachments

DISTRIBUTION "D"

**CIVILIAN EMPLOYMENT APPLICATION**

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Instructions: Type or print legibly with ink. Answer all applicable questions. This information must be accurate.  
It is used as a basis for a detailed investigation of your background.

Date		Position Filed For				Assignment			
Legal Name: Last						First		Middle	
By what other names have you been known (Maiden, Nickname or Alias)						Date of Birth		Place of Birth	
Sex	Hair	Eyes	Height	Weight	Age	Driver's License Number		State	
Current Residence Address (Number, Street, Apt. #)		City		State		Zip Code		Residence Phone	
Previous Residences: Addresses where you have lived for the past 10 years. Account for the entire period with most recent address first. Do not list present address. During military service, list non-base address other than government quarters. Attach additional sheet if necessary.									
Month/Year: From and To			Complete Address (Number, Street, Apt. #, City and State)						
1.       —									
2.       —									
3.       —									
4.       —									
5.       —									
6.       —									
7.       —									
8.       —									
9.       —									
<input type="checkbox"/> YES <input type="checkbox"/> NO			Prior to the past ten years, have you ever lived outside the County of Los Angeles? If YES, please list dates and the City and State below.						
Month/Year: From and To			City and State (If a foreign country, list country.)						
1.       —									
2.       —									
3.       —									
4.       —									

## EMPLOYMENT HISTORY

1	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally authorized for permanent employment in the United States? If NO, explain fully below.
2	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever worked for the Los Angeles Police Department? If YES, list dates of employment, and old serial number _____, and why you left.
3	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever worked for any other Los Angeles City Department? If YES, list Departments, dates of employment and why you left.
4	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever applied for a position with this or another law enforcement agency? If YES, indicate position and agency.
5	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever served in the Armed Forces? If YES, please complete below. If discharge was other than honorable, please explain.

1a

2a

3a

4a

Dates of Enlistment	Branch	Unit	Rank	Type of Discharge
5a				

List work history for the past ten years, in chronological order, beginning with your current employer. Include part-time jobs, military service, periods of unemployment and periods attending schools. Be specific on the reasons you left past employers.

Do you object to our contacting your present employer prior to your being accepted? ☐ YES ☐ NO

From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary

EMPLOYMENT HISTORY continued

From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
From: Date	Name of Employer	Job Title	Reason Left
To: Date	Address and Phone # of Employer	Description of Duties	Salary
Explain fully all reasons for terminations or resignation in lieu of termination from any positions listed above.			

ADDITIONAL DATA

<input type="checkbox"/> YES <input type="checkbox"/> NO	Either as an adult or a juvenile, have you ever been detained for a criminal investigation, named as a suspect in a police report, held on suspicion, or questioned by the police, even as a victim or witness? If YES, please specify below.		
<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever tried, used, tasted, ingested, inhaled, injected, sniffed, smoked, swallowed, had any experimentation whatsoever, or pretended to use any drug or narcotic, regardless of the amount? If YES, please list dates and explain circumstances below.		
Date of Incident	Location of Incident	Drug/Narcotic Used	Number Times Used & Circumstances
1.			
2.			
3.			
4.			
5.			
6.			

**ADDITIONAL DATA** continued

<input type="checkbox"/> YES <input type="checkbox"/> NO	Either as an adult or juvenile, have you ever been arrested or charged with a criminal act, even if the charges were dismissed, dropped, reduced, or expunged? If YES, explain fully below.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been a member of a gang or associated with gang members? If YES, explain fully below.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever lived with, or associated with, anyone who was involved in criminal activity, including drug use? If YES, explain fully below.

**EDUCATIONAL BACKGROUND**

List High School graduated from or last attended.

Name of School	City and State	Attendance Dates	Graduated?	GED
		TO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

List all Colleges and Universities attended including post graduate work.

Name of School	City and State	Attendance Dates	Graduated?	Major	Degree?
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		
		TO	<input type="checkbox"/> Y <input type="checkbox"/> N		

I AM AWARE THAT ANY MISREPRESENTATIONS OR FALSIFICATIONS MADE IN CONNECTION WITH MY OBTAINING EMPLOYMENT WITH THE LOS ANGELES POLICE DEPARTMENT WILL BE GROUNDS FOR REJECTION OR DISMISSAL. I AM AWARE THAT I WILL BE FINGERPRINTED UPON EMPLOYMENT AND THOSE FINGERPRINTS WILL BE DISTRIBUTED TO L.A. CITY, STATE, AND FEDERAL AGENCIES FOR INVESTIGATION.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_